

**Maui County Urban Design Review Board  
Checklist of Standard Concern**

SMA permit review (for recommendations to Planning Commission)

What are the visual impacts of the proposed site related improvements noted below:

- ☐ Traffic (pedestrian and vehicular) relative to adjacent streets
- ☐ Parking layout
- ☐ Miscellaneous site structures
  - ☐ Trash collection areas
  - ☐ Site walls & fencing
  - ☐ Parking trellises, carports
- ☐ Site lighting
- ☐ Drainage concept

Do the proposed landscaping improvements address the items of concerns noted below:

- ☐ Planting for parking areas relative to the parking ordinance requirements
- ☐ Plant material types, sizes, scale, screening and shading
- ☐ irrigation system, water source
- ☐ Significant historical or exceptional trees on site or on adjacent property

Are the following architectural and building design items addressed aesthetically and with minimal impact on the neighboring properties and the public:

- ☐ Building scale and setbacks
- ☐ Building color, texture, materials
- ☐ Roof design, fenestration, ornamentation
- ☐ Exterior lighting on buildings
- ☐ Within historic area or in close proximity to historic area
- ☐ Signage program
- ☐ Are measures proposed to preserve the makai views relative to this development?
- ☐ Are mitigative measures proposed to reduce noise and privacy impacts on neighboring properties?
- ☐ Has subdivision CC&R's design criteria been reviewed and approved?
- ☐ Has there been input from the community for or against this development?

( The Rules and Regulations of the Planning Commissions should also be referenced relative to the intent of the board's purpose in reviewing SMA permit applications)

MINIMUM SUBMITTAL FOR U.D.R.B. REVIEW

The following items are recommended, as a minimum, to be submitted by the applicant to facilitate the review of the projects with the above mentioned concerns addressed:

- ☐ Written narrative description of the proposed improvements including the project parcel as well as the neighboring properties land use designation and existing uses.
- ☐ Photographs or a video of the project site and surrounding buildings and properties
- ☐ Colored architectural site plan to include landscaping, identification of plant type, general plant size, existing foliage and irrigation and drainage concepts.
- ☐ Colored architectural renderings indicating building elevations identifying building materials.
- ☐ Samples of exterior materials and color concept
- ☐ Proposed lighting and signage concept.
- ☐ Letter from subdivision's design review design review committee indicating approval of design relative to CC&R.
- ☐ Other items to address the concerns noted above.

Sign permit review (UDRB has authority of final approval or denial of sign permits)

- ☐ How does the proposed sign compare to standard sign regulations?
- ☐ What is the visual impact of its size, shape, colors?
- ☐ What percentage of building frontage is covered by sign?
- ☐ What other signs are existing or proposed on the building?
- ☐ Where is the sign located relative to the street? What is the distance from and height above the street?
- ☐ Is the sign illuminated and, if so, how? If so, is there a method to control the intensity of the brightness?
- ☐ What buildings, signage, improvements exist on the neighboring properties?
- ☐ What is proposed relative to landscaping around ground signs?
- ☐ What is the method of mounting onto the building and is it aesthetically integrated into the sign design?

(The sign ordinance should also be referenced relative to the intent of the board's purpose in reviewing signs)

MINIMUM SUBMITTAL FOR U.D.R.B. REVIEW

The following items are recommended, as a minimum, to be submitted by the applicant to facilitate the review of the sign with the above mentioned concerns addressed:

- ☐ Colored photographs or a video of the project site and surrounding buildings and properties.
- ☐ Detailed colored sign design to proper scale showing elevation and section indicating dimensions, lettering, graphics, supporting structure, method of illumination (if any), and building on which is mounted or it is adjacent to. Other signage, existing or proposed should also be shown on this drawing
- ☐ Plot plan to proper scale indicating proposed location of sign and other buildings and site structures. Other signage, existing or proposed should also be shown on this plan. Distance between proposed sign and property lines and/or right-of-way should be shown.
- ☐ General location map identifying property and surrounding properties.
- ☐ Samples of sign materials and/or color chips.
- ☐ Letter of approval from property owner, management agency, and, if applicable, the property design review committee.
- ☐ Other items which may address the concerns noted above.